

# Steps to Obtain a Low-Interest Loan Using an Energy Audit

## OVERVIEW

If you want to make an energy-saving improvement which is not listed on Form 1, Replacement Household Appliance, Form 2, Door, Window, Wall and Ceiling Projects, Form 3, Heating, Cooling and Water Heating Projects, or Form 4, Lighting Projects or if the improvement you want to make does not meet the minimum requirements listed on Forms 1, 2, 3, 4 or other lists distributed by the Nebraska Energy Office, you must demonstrate the improvement's eligibility by showing that it will save enough on your energy bills to pay for itself within:

- 15 years for energy-saving home & building improvements
- 5 years for replacement household appliances and
- 10 years for all other projects.

Eligibility is demonstrated by means of an "energy audit" which may be a comprehensive study of the affected system or a limited, single-project analysis in cases where you already know what improvement you want to undertake. Forms 32 and 33 may be used for single-project analysis, following the steps listed below. If you have questions, contact the Energy Office at (402) 471-2867.

**Please keep this page for your files.** You will need to refer to the following steps during the processing of your application for a low-interest loan.

Project Phase	Responsibilities
INITIAL APPLICATION	<p><b>YOU</b> gather information for the energy audit:</p> <ol style="list-style-type: none"> <li>1. actual fuel &amp; electric bills for previous 12 months</li> <li>2. estimate of current energy use and cost, and energy use and cost after completion of the proposed improvement</li> <li>3. bid(s) for net installed cost of proposed improvement</li> </ol> <p><b>YOU</b> fill-out Energy Saving Improvement Analysis, Form 32 and Energy Consumption History, Form 33</p> <p><b>YOU</b> mail Forms 32 and 33 to Energy Office at this address:</p> <p style="text-align: center;"><b>Technical Adviser</b>  <b>Nebraska Energy Office</b>  <b>P.O. Box 95085</b>  <b>Lincoln, NE 68509-5085</b></p>
TECHNICAL REVIEW	<p><b>ENERGY OFFICE</b> reviews energy audit. If there are problems, Energy Office contacts you for more information. If OK, Energy Office mails Technical Audit Acceptance, Form 6, to you</p>
LOAN APPLICATIONS	<p><b>YOU</b> complete the "Selected Improvements" section of Form 6, sign and date</p> <p><b>YOU</b> request a loan from the participating Lender of your choice</p> <p><b>YOU</b> give Lender the completed Technical Audit Acceptance, Form 6, and a copy of the supporting bid(s)</p> <p><b>YOU</b> make application to Lender for credit</p> <p><b>YOU</b> and LENDER negotiate terms of repayment (within parameters of this program)</p>
FINANCIAL REVIEW	<p><b>LENDER</b> reviews application and checks creditworthiness</p> <p><b>LENDER</b> decides to approve loan, pending Energy Office commitment of funds</p> <p><b>LENDER</b> mails loan application to Energy Office</p> <p><b>ENERGY OFFICE</b> reviews documents and verifies acceptance of project</p> <p><b>ENERGY OFFICE</b> mails signed loan Commitment Agreement to Lender</p>
APPROVAL	<p><b>LENDER</b> notifies you of final project approval</p>
COMPLETION   (order may be reversed)	<p><b>YOU</b> contact bidder(s) selected for the Form 6 improvements and have work completed as proposed (note - work may not be started before Energy Office has signed the Commitment Agreement. If it is, the improvement is not eligible for funding under the program.)</p>
LOAN SIGNATURE	<p><b>YOU</b> sign Lender's loan papers</p>

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